



# The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Staff Information Systems Analyst (Specialist)



**FINAL FILING DATE: October 24, 2008**  
(Application must be postmarked by this date)



*Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.*

## Position Information

**Duties:** Under general supervision, acts as a project leader on complex information technology studies or systems, works on complex information technology systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex information technology systems, projects, and/or teleprocessing networks/systems.

**Salary Range:** \$5065 - \$6466

## How to Apply for this Examination

**Where to Mail:** The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game  
Attention: Exam Unit  
1416 Ninth Street, Room 1217-B  
Sacramento, CA 95814**

**Cross Filing Instructions** If you meet the entrance requirements for this class and for the Senior Information Systems Analyst (Specialist), you may file for these exams on a single application. However, you must type or write in the complete title for each examination that you wish to take on the State Application (Form 678).

**How to Get an Application:** Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at [www.spb.ca.gov/jobs/stateapp\\_adobe.htm](http://www.spb.ca.gov/jobs/stateapp_adobe.htm).

**Accommodations for Persons with Disabilities:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

## Requirements for Admittance to the Examination

### Minimum Qualifications for Admittance:

*Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

**EITHER I:** One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or an Associate Information Systems Analyst (Supervisor).

**OR II:** Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

**OR III:** Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

**NOTE: IF QUALIFYING UNDER PATTERN III, YOU MUST ATTACH A COPY OF YOUR TRANSCRIPTS AND HIGHLIGHT THE RELEVANT COURSES.**

### Make Sure you Also Meet These Conditions:

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of **October 24, 2008** to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

## Examination Information

### Type of Examination:

This examination consists of a qualifications appraisal interview weighted **100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

### Interview Dates:

It is anticipated that the interviews will be held during November 2008/December 2008.

### Examination Locations:

Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

**Scope of Examination:**  
**(STUDY THIS to prepare for examination)**

- A. Knowledge of:
1. Principles of public administration, organization, and management.
  2. Information technology systems equipment, software, and practices.
  3. Analytical techniques.
  4. Technical report writing.
- B. Ability to:
1. Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions.
  2. Develop effective solutions.
  3. Apply creative thinking in the design of methods of processing information with information technology systems.
  4. Monitor and resolve problems with information technology systems hardware, software, and processes.
  5. Establish and maintain effective working relationships with others.
  6. Communicate effectively.

**Veterans Preference:**

Veterans preference credit is not granted in promotional examinations.

**Length of List Eligibility:**

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **Questions?**

If you have any questions concerning the Staff Information Systems Analyst (Specialist) examination or the testing process, please contact Elaine Johnson, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at [www.dfg.ca.gov](http://www.dfg.ca.gov).

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## **Additional General Information**

### **IMPORTANT: What to do if you haven't received any notifications:**

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

### **Remember, Examinations are Competitive**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

### **How Qualifications are Rated:**

**General Qualifications for all Examinations:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

### **Additional List Information:**

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

## **Miscellaneous Information:**

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From TDD phones: 1-800-735-2929**  
**From voice phones: 1-800-735-2922**

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.